

**Bob Holden**  
Governor



**Jacquelyn D. White**  
Commissioner

State of Missouri  
**OFFICE OF ADMINISTRATION**  
Post Office Box 809  
Jefferson City, Missouri 65102  
(573) 751-2971  
<http://www.oa.state.mo.us/acct/>

**James A. Carder**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA, Division of Accounting  
**DATE:** May 13, 2002  
**RE:** FY03 FAIT Table Upload

The Office of Administration, Division of Accounting (OA) is going to upload the FY03 Federal Agency Inference Table (FAIT) table entries for agencies. In order to accomplish this task, agencies must complete an Excel spreadsheet.

If your agency had FY02 FAIT table entries and your agency wants to upload the FY03 entries, please send a request to [OASAMIICentralAcct@mail.oa.state.mo.us](mailto:OASAMIICentralAcct@mail.oa.state.mo.us) for an Excel spreadsheet with your agencies FY02 entries. OA, Accounting will send you through e-mail the applicable spreadsheet and instructions on how to update the spreadsheet for the upload of the FY03 entries.

If your agency did not have FY02 FAIT table entries and wants to upload FY03 entries, please send a request to [OASAMIICentralAcct@mail.oa.state.mo.us](mailto:OASAMIICentralAcct@mail.oa.state.mo.us) for an Excel spreadsheet. OA, Accounting will send you through e-mail a template and instructions on how to complete the template for the upload of the FY03 entries.

The controls on the FAIT table are determined on the Fund Agency (FGY2) table at the beginning of each fiscal year. You will need to know how your agency's FGY2 table settings are for FY03 before filling out the spreadsheet.

If you setup a **new** FAIT table entry on the Excel spreadsheet for FY03, please ensure that you enter an associated reporting category on the Reporting Category (RPTG) table. RPTG table entries will not be uploaded by OA. Remember that documents entered with a Reporting Category are referenced against the FAIT table. When coding a reporting category on a purchase order document or on a payment document, the user will receive an error message if the reporting category is not valid on FAIT. The reporting category does not have to be valid on RPTG to be referenced on a purchase order document, a payment document, or a FAIT entry. Deleting reporting category records from RPTG will not prevent encumbrances or expenditures from processing against the grant. However, when querying the Data Warehouse if the user joins to the REF\_REPORT\_CAT table to retrieve the reporting category name, it is possible that not all records would be retrieved if the reporting category for some of the records has not been added to RPTG.

To minimize document processing errors associated with the Agency Federal Aid Inquiry 1 of 2 (AGFA) and Federal Aid Budget Line Inquiry (FBLT) entries, please ensure there are AGFA and FBLT entries for all FY03 FAIT items. If AGFA and/or FBLT entries are missing, you may receive the error message D01-HFL6E FAIT ENTRY MISSING when completing a payment document. Even though the error message generated is directing you to the FAIT table, in some cases the entry will need to be made on the AGFA and FBLT tables.

Completed spreadsheets must be forwarded via e-mail to [OASAMIICentralAcct@mail.oa.state.mo.us](mailto:OASAMIICentralAcct@mail.oa.state.mo.us) **by 5:00 p.m. on June 14, 2002.**

If you have any questions, please contact your Agency Customer Service Coordinator for assistance. The Agency Customer Service Coordinator may contact OA, Division of Accounting Agency Customer Service desk.